



## Goddard Procedural Requirements (GPR)

**DIRECTIVE NO.** GPR 1800.1D  
**EFFECTIVE DATE:** June 5, 2014  
**EXPIRATION DATE:** June 5, 2020

**APPROVED BY Signature:** Original Signed By  
**NAME:** Marilyn C. Tolliver  
**TITLE:** Associate Director of Management Operations

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### COMPLIANCE IS MANDATORY

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**Responsible Office:** 250/Medical and Environmental Management Division (MEMD)  
**Title:** Goddard Space Flight Center (GSFC) Smoking and Other Tobacco Use Requirements

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## PREFACE

### P.1 PURPOSE

This directive describes the requirements and responsibilities associated with providing an environment for the authorized use of tobacco, while at the same time providing non-users a tobacco-free environment.

### P.2 APPLICABILITY

This directive applies to all civil servants, contractor personnel, tenants, and visitors in Government-owned or -operated facilities (owned or leased) for which GSFC has management responsibility.

### P.3 AUTHORITIES

- a. NPD 1800.2, NASA Occupational Health Program
- b. NPR 1800.1, NASA Occupational Health Program Procedures

### P.4 APPLICABLE DOCUMENTS

- a. 41 CFR 102-74.315
- b. 41 CFR 102-74.330

### P.5 CANCELLATION

GPR 1800.1C, Goddard Space Flight Center Smoking Guidelines

### P.6 SAFETY

None

### P.7 TRAINING

None

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT  
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

## **P.8 RECORDS**

None

## **P.9 MEASUREMENT/VERIFICATION**

Track the number of requests for assistance or support in overcoming nicotine addiction.

### **PROCEDURES**

In this document a requirement is identified by “shall,” a good practice by “should,” permission by “may” or “can,” expectation by “will,” and descriptive material by “is.”

### **1.0 GENERAL**

The terms “tobacco use” and “smoking” in this directive and on all signage at GSFC shall be considered synonymous. The terms include use of a lighted cigarette, cigar, pipe, or other tobacco-containing material in snuff or chew form, as well as products which release nicotine into the surrounding air, such as electronic cigarettes. Herb cigarettes, which may not contain tobacco but which are meant to be burned and release combustion products into the air, are also included. Medicinal forms of nicotine used to treat withdrawal, such as chewing gum or epidermal patch, are not included.

GSFC seeks to promote good health and provide a hygienic environment reasonably free from pollutants, including tobacco smoke, and expectoration vessels, i.e., spittoons. In establishing rules for tobacco use, GSFC will consider the rights of both tobacco users and non-users. Employees who use tobacco shall be permitted a reasonable opportunity to do so, while not suffering discrimination or reprisal. Similarly, employees who report violations of these requirements shall not be subject to discrimination or reprisal.

GSFC recognizes that tobacco use by any method is associated with an increased risk of many diseases for the user and creates unsafe and unhygienic conditions for non-users, and thus supports and encourages efforts to stop use. GSFC also recognizes that tobacco (nicotine) addiction is extremely difficult to overcome. Employees attempting to overcome this addiction can seek assistance from GSFC’s Employee Assistance Program or Health Unit.

- a. Tobacco use shall be prohibited in all Goddard buildings and Government vehicles and at all building entrances.
- b. Tobacco use shall also be prohibited within 25 feet of any building entrance or open portal such as a ventilation air intake.
- c. Tobacco use shall be prohibited within 25 feet of the outdoor play area of the childcare facility.
- d. All forms of tobacco use shall be allowed in all other outdoor areas of the GSFC grounds, with the exception of special events facilities, such as tents or outdoor eating areas.

## 2.0 RESPONSIBILITIES

- a. Enforcement of these requirements shall be upheld by GSFC management at all supervisory levels within respective organizations and areas of responsibility.
- b. At Greenbelt, MEMD shall:
  - (1) Serve as the focal point for these requirements;
  - (2) Conduct awareness programs on the health effects of tobacco use, and offer resources and support to those who request who request it in efforts to cease use of tobacco products.
  - (3) Determine the location of outside areas where tobacco use, particularly smoking, shall be prohibited because of safety and health concerns; and
  - (4) When requested by the Facility Operations Manager (FOM), assist in designating boundaries outside of each building where tobacco use will and will not be permitted.
- c. The Facilities Management Division shall:
  - (1) Ensure “No Tobacco Use” signs are posted at all building entrances;
  - (2) Ensure suitable ash receptacles are placed at appropriate locations;
  - (1) Working with resident supervisors, monitor compliance with these requirements; and
  - (2) Designate entrances to buildings which will display 25-foot boundary signage.
- d. All employees shall:
  - (1) Comply with the requirements of this directive; and
  - (2) Consider cigarette butts as litter, and dispose of safely and hygienically in appropriate containers.

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## **APPENDIX A – DEFINITIONS**

None.

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## **APPENDIX B - ACRONYMS**

CFR	Code of Federal Regulations
FOM	Facility Operations Manager
GPR	Goddard Procedural Requirements
GSFC	Goddard Space Flight Center
MEMD	Medical and Environmental Management Division
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
WFF	Wallops Flight Facility

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## CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	02/12/03	Initial Release
A	12/29/04	As directed during the FY04 Center Rules Review, the Responsible Office modified this document to remove requirements that were no longer needed and to clearly distinguish requirements from supporting information. Administrative changes were made throughout to correct responsible organization names and codes, and to retitle Goddard Procedures and Guidelines (GPG) to Goddard Procedural Requirements (GPR). All changes were reviewed and approved by the Goddard Quality Management System Council.
B	09/19/08	Restructured Section 1 for better clarity and understanding. Added Section 1b on WFF guidelines. Modified Section 1d. Modified Section 2.b.4. Added Section 2c on WFF Safety Office responsibilities.
C	06/13/12	Modified to include all tobacco use. Added section 2.0 f. All employees shall. Section 1.0 at GSFC added 25-foot limit from building portals.
D	06/05/14	P.9 Measurement/Verification Changed document to state “Track number of request for nicotine assistance” 1.0 General Removed reference to the Office of Human Capital Management in the last sentence 2.0 Responsibilities b. At Greenbelt, MEMD shall: (2) Added statement “offer resources and support to those who request efforts to cease use of tobacco products” c. At Wallops Flight Facility (WFF) the Safety Office Shall: (2) Added statement “In partnership with the WFF Health Unit physician” d. The Office of Human Capital Management shall: (1) & (2) Removed the entire section
D	03/22/19	Administratively extended for six months.
D	10/16/19	Administratively extended for six months.